

NEW BUSINESS INFORMATION

Copies of the following may be required with your completed application, in addition to nonrefundable fees:

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| <input type="checkbox"/> Lease agreement or Property Owner Affidavit | <input type="checkbox"/> Department of Agriculture approval |
| <input type="checkbox"/> Business Name Registration or DBA | <input type="checkbox"/> Mt Olympus Improvement District approval |
| <input type="checkbox"/> State Sales Tax License | <input type="checkbox"/> Motor Vehicle Enforcement Division approval |
| <input type="checkbox"/> Federal Tax ID Number/EIN | <input type="checkbox"/> Department of Alcohol Beverage Services license |
| <input type="checkbox"/> Occupational or Professional license | <input type="checkbox"/> Federal, state, local background check results |
| <input type="checkbox"/> SL County Health Department approval | |

- **Business Name and State Sales Tax License**
OneStop Business Registration
<https://corporations.utah.gov/online-business-registration>
(801) 530-4849
- **Federal Tax Id Number/ Employer Identification Number (EIN)**
<https://www.irs.gov/businesses>
(800) 829-4933
- **Department of Professional Licensing (DOPL)**
<https://dopl.utah.gov/>
(801) 530-6628
- **Salt Lake County Health Department**
<https://slco.org/health/permits/>
(385) 468-4100
- **Utah Department of Agriculture and Food**
<https://ag.utah.gov/>
(801) 982-2200
- **Mt Olympus Improvement District**
<https://mtoid.org/engineering-inspections/>
(801) 262-2904
- **Motor Vehicle Enforcement Division (MVED)**
<https://mved.utah.gov>
(801) 297-2600
- **Utah Department of Alcoholic Beverage Services (DABS)**
<https://abs.utah.gov/>
(801) 977-6800

- **Utah Department of Public Safety – Bureau of Criminal Identification (BCI)**
www.bci.utah.gov
(801) 965-4445
- **Federal Background Check**
<https://www.edo.cjis.gov/#/>
(304) 625-5590
- **South Salt Lake Police Department**
<https://sslc.gov/246/Police>
(801) 412-3600
- **South Salt Lake Chamber of Commerce**
<https://www.sslchamber.com/>
(801) 726-0600
- **Unemployment Insurance Employer Information**
<https://jobs.utah.gov/ui/>
(801) 526-9235
- **Workers Compensation Insurance**
<https://laborcommission.utah.gov/divisions/industrial-accidents/employers/employers-guide-to-workers-compensation/>
(801) 530-6800

AFTER APPLICATION

Submitting a business license application does not authorize the applicant to conduct business. Conducting business without an approved business license constitutes a Class C Misdemeanor. It is the applicant's responsibility to provide a complete application and obtain all applicable city, county, and/or state code approval requirements. Notice of an incomplete application constitutes a denial of application.

On-site inspections are required prior to any business license being granted. It is the applicant's responsibility to schedule inspections with:

South Salt Lake Building Department

permits@sslc.gov

(801) 483-6032

AND

South Salt Lake Fire Marshal

firepermits@sslc.gov

(801) 483-6043 – option 3

Upon review by the business license official for completeness of application, and a finding by the business license official that: (1) the application is complete; (2) the application complies with ordinances of the City of South Salt Lake; (3) there are no known violations of the laws and ordinances of the City of South Salt Lake, including all conditions of land use approval, the state of Utah, and the United States; and (4) that the business is not delinquent in the payment of any other sum, fee, or fine owed to the City for any reason, the business license official shall issue a business license to the applicant.